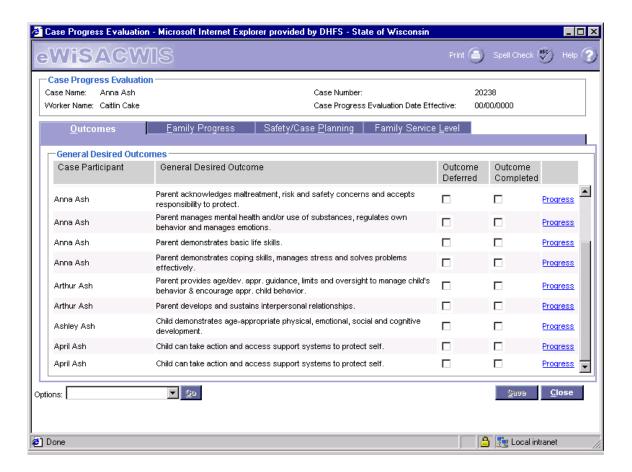
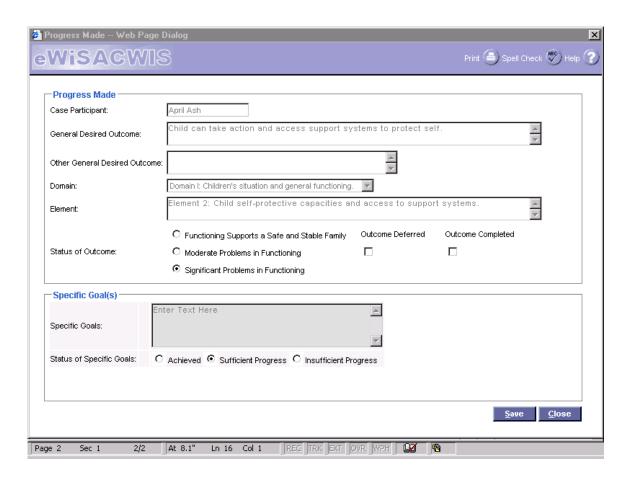
Case Progress Evaluation

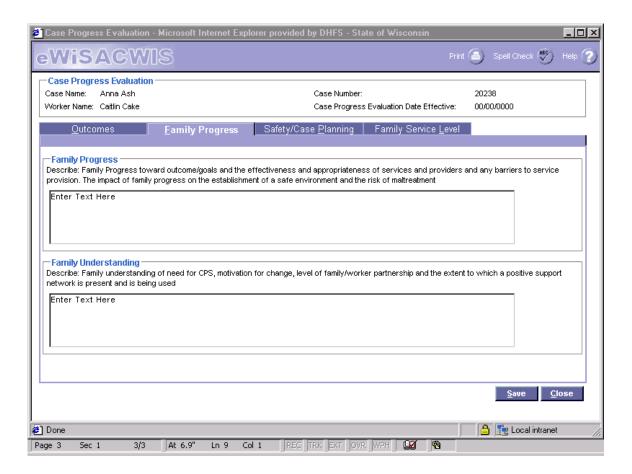
- 1. The Case Progress Evaluation will copy over information from the Family Assessment and the Case Plan. It is important that the Family Assessment and Case Plan are completed and approved before the Case Progress Evaluation is launched in eWiSACWIS.
- 2. From the desktop, go up to Create > Casework. From the Create Casework page, select Case Progress Evaluation from the Planning category and select the case. A participant is not required as the Case Progress Evaluation focuses around the family and not an individual.
- 3. The Case Progress Evaluation box will pre-fill with the Case Name, Worker Name, Case Number and the effective date of the Case Progress Evaluation.
- 4. The first tab is the Outcomes Tab. This tab will pre-fill with the Case Participants and General Desired Outcomes from the Family Assessment and Case Plan. To the right of the GDO's are check boxes for Outcome Deferred and Outcome Completed. Mark the checkbox if either are appropriate for the GDO.
- 5. On the far right of the screen is a Progress hyperlink. Click on the hyperlink to look at the details and to update the progress of the specific GDO.



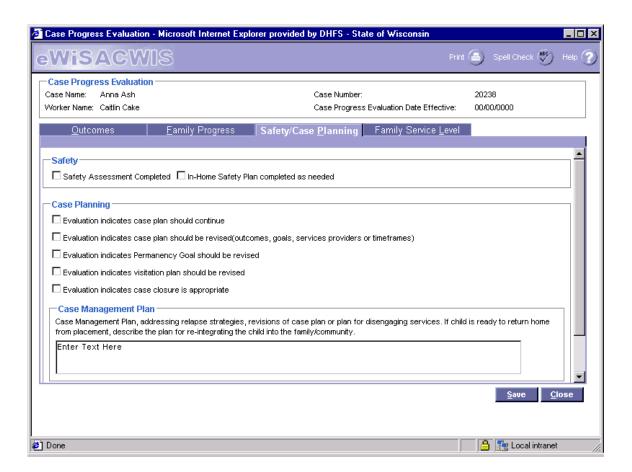
- 6. The Progress Made box will pre-fill with the Case Participant, GDO, Domain and Element from the Family Assessment and Case Plan. The Status of Outcome has three values. Select the radio button that best reflects the current status of this GDO. Next to the status are the Outcome Deferred and Outcome Completed boxes. Check off the box, if appropriate, for the value that applies to the specific GDO.
- 7. The Specific Goals box will pre-fill with the Specific Goal from the Case Plan. Below the Specific Goal are three radio buttons that reflect the current status of the goal. Pick the appropriate radio button that best reflects the status of the goal at present time. When completed, click Close and Save to return to the Outcomes Tab.



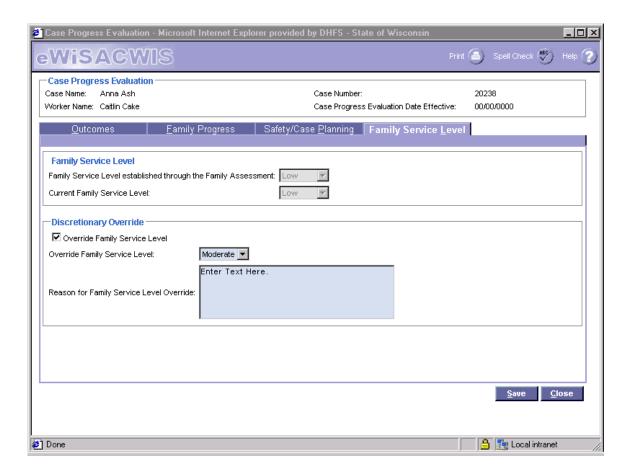
8. Let's continue to the Family Progress Tab. This tab consists of two boxes. A free flow text narrative is enabled for the casemanager to complete for Family Progress and Family Understanding.



9. Tab over to the Safety Case Planning. This tab consists of several check boxes for Safety and Case Planning. Check the appropriate boxes that applies to the case. Below that is the Case Management Plan. This is a free flow text narrative for the casemanager to complete. Finally below the Case Management Plan are two checkboxes that refer to closing the case or Case Plan Revision. (Note...the screen shot does not show these two options)



- 10. The final tab is the Family Service Level. The Family Service Level Box will pre-fill with the FSL at the time of the Family Assessment. It will also fill with the current FSL based on the Case Plan and Case Progress Evaluation.
- 11. The last box is the Discretionary Override. If the Override Family Service Level is checked, the Override Family Service Level and Reason for Family Service Level Override boxes will become mandatory fields. If the Override is used, supervisory approval is needed.



- 12. Let's go back to the Outcomes Tab. Once the Case Progress Evaluation has been completed, the printable copy is located under Options. Click on Go to launch it.
- 13. The Case Progress Evaluation also needs supervisory Approval. Go to Options, select Approve and click on Go to send for final approval.

